

**MAY PARTNERS DORAL B2G1F
PROCESS STEPS & TIMELINE**

STEP 1:	Feb. 23	All partner accrual contracts entered into SIS Master List by close of business
STEP 2:	Feb. 26	Partner Promotion Worksheets Available (J61) Regional Summary Reports Available (J62)
STEP 3:	Feb. 26 - Mar. 6	Partner's Adjustments made <ul style="list-style-type: none">• Adjust sku's within chains• Assign extra sku's (Chain or Independent)• Ensure retail accounts are linked to proper VAP wholesaler
STEP 4:	Mar. 6	Templates automatically generated by system Two type of templates will be generated: <ul style="list-style-type: none">• Partner VAP Templates• Partner Generic Templates (Non-VAP accounts or accounts with contracts added after 2/23)
STEP 5:	Mar. 7	Partner Templates available for viewing (VAP templates frozen for any changes)
STEP 6:	Mar. 7 - 12	VAP Transfers <ul style="list-style-type: none">• Determine brand styles for VAP transfers
STEP 7:	Mar. 13	Generic templates remain open <ul style="list-style-type: none">• Can add new accrual accounts (After 2/23)• Can add additional sku's that are not value-added
STEP 8:	May 1 - Jun 30	Posting of placements using templates

(Details for each step are attached)

PARTNER PACK PROMOTIONS PROCEDURES

Definition of Terms: The following terms are used throughout this document. Listed below is a brief explanation of the terms used.

Contract Accrual Sku's: The number of promotional sku's that each account has accrued based upon the partner accrual contract assigned to this account.

Adjusted Accrual Sku's: Any adjustments made to individual chain accounts (i.e. individualizing accounts within chains regarding the number of sku's they receive). The total number of sku's accrued for the entire chain must remain the same.

Extra Sku's: Any incremental or additional sku's from your region allocation. These additional sku's are not charged to the accounts accrual statements.

All Partner Promotion system functions are in BPE under menu "WPP". (If you have Account Managers who need access to BPE for maintenance (J30) and report functions only, please E-Mail Vanessa Perry with the person's name and logon-id).

Partner promotions are unlike normal workplan promotions. Each account must have a partner accrual contract entered into the Master List before they can receive any partner promotions. The promotional accrual sku's are determined by the type of accrual contract type/plan that has been assigned to the account. These sku quantities are contractual and cannot be changed.

STEP 1 All accounts with partner accrual contracts that have been entered into the SIS Master List will be extracted automatically. The promotional sku's assigned to each account will be determined from the Retail Accrual Volume Promotion sku Grid for 1994/1995/1996.

STEP 2 Your partner accounts that accrued promotional sku's will be available for your review. The following reports will be available in BPE for your assistance in determining what adjustments you will need to make.

Function J61 - Partner Promotion Worksheet: This report is accessible by Accounts within region, by chain-id, all chains or independents. This report contains the list of accounts that you selected with the contract accrual sku's, accrual adjusted sku's, extra sku's, template accrual sku's, template extra sku's, placement accrual sku's and placement extra sku's. As you move along the promotional timeline, the quantities will appear on this report as each step is completed.

PARTNER PACK PROMOTIONS PROCEDURES

Function J62 - Regional Summary Report of Planned Allocations vs. Accrual requirements. This report will provide you with the planned offers & cases for your region, as well as a total of the partner accounts within your region. The report will summarize the VAP & Non-VAP accounts and sku's and the chain & independent accounts and sku's. Both the accrual and extra sku's will be summarized and will show sku's converted to offers. This report will help you determine what your planned and accrual committed sku's are and any excess you may have.

You may continue to request reports J61 & J62 until you have completed all your adjustments throughout the entire process.

Note: If you have questions about the accrual sku's that are assigned to each account, check the contract that is assigned to the account against the accrual grid prior to calling Winston Salem.

STEP 3

Any chain account accrual adjustments can be made to individual stores. If you have chain accounts that were chain averaged, you may adjust individual accounts as long as the total number of promotional sku's for the entire chain remains the same.

For example: A 100-store chain that was chain-averaged accrues 2 sku's per store. The chain will accrue 200 sku's for the entire chain. You may adjust the individual stores by giving some of the stores 1 sku and other stores 3 sku's. However, the chain total must remain at 200.

If you have excess sku's, you may give each account, chain or independent, additional sku's. These additional sku's are not charged to the account's accrual statement.

Using function J30 in BPE, select either independent or chain option. You will then choose the promotion number and drive period.

Independent: All the independents in your region will appear. Accrual sku's cannot be adjusted, but you may adjust the extra sku quantities.

Chains: All the chains that you have payment responsibility for within your sales level will appear. Select the chain-id. All chain accounts assigned to the selected chain-id will appear.

Note: If your region has payment responsibility for several levels of a chain, you will be able to view all accounts within the selected chain level.

PARTNER PACK PROMOTIONS PROCEDURES

The following 'PF Keys' are available in Function J30:
'PF9 Totl' to get sku totals.

Account total: total sku's in the adjusted column

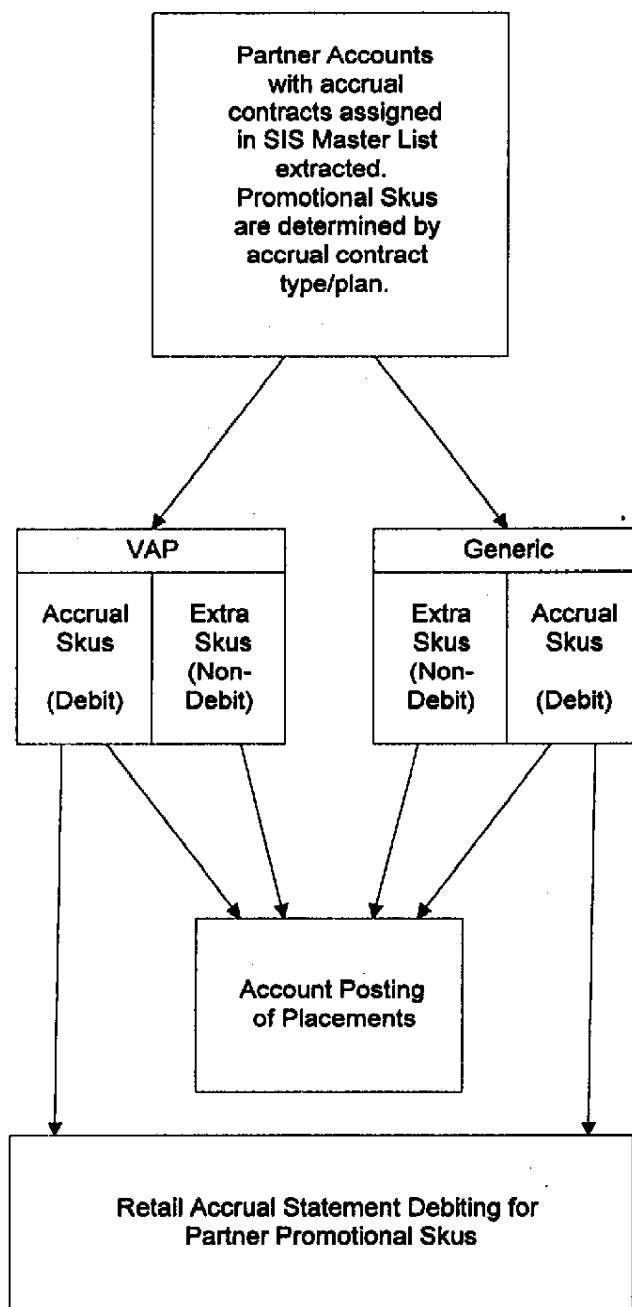
Chain Accrual: total sku's that the chain has accrued. This is the number that must remain the same if you are making chain adjustments.

Additional total: total sku's in the extra column.

'PF5 Updt' to update all changes made.

Check to see that all VAP wholesaler assignments for each retail account are correct to insure that templates are built properly.

- STEP 4** The system will automatically generate your templates. Two types of templates will be generated: VAP & Generic.
- STEP 5** Two types of Partner templates generated will be available for viewing.
VAP: Separate templates have been built for each of your VAP wholesalers. Each template will contain the promotion number and drive period. **These templates are frozen and cannot be changed after they are generated.**
Generic: A single generic template will be built for your region. Accounts not designated as VAP will be pulled into this template.
- STEP 6** VAP Transfers utilize normal procedures.
- STEP 7** You can make changes to generic templates throughout the promotional period. The following changes can be made:
Add a new accrual account for accrual contracts entered after 2/23. The promotional sku's will be determined by the accrual contract type/plan and cannot be changed. Extra sku's can be entered for this account as well.
Add extra sku's to accounts existing in VAP templates. Extra sku's can be entered for accounts that are being serviced VAP. The extra sku's must be entered into the generic templates because the VAP templates are frozen and the VAP transfer period is completed.
Changes to extra sku quantities. These quantities can be changed at any time because VAP delivery is not involved.
- STEP 8** Posting of placements utilizes normal procedures. Placements should be posted for VAP & Generic templates based on the direct account's scheduled shipment to retail.



**PARTNER PROMOTIONAL TEMPLATES &
ACCRUAL STATEMENT DEBITING**

Procedures for Accessing BPE

(Distribute to Account Managers who need access to BPE)

Step 1.

Type CICSP12 on the message 10 screen and press "enter". Enter your logo-id and password. Press "enter". Type "Menu". The MEI menu screen is now displayed. Select BPE and press enter.

Step 2.

Type "APP"-Application Function in the top right-hand corner.

Step 3.

Type "WPP" Workplan Partners Function in the top right-hand corner.

Step 4.

The following functions may be accessed:

J30 Partners Accruals (Select by Independents & Chain ID)

J61 Report

(See FSC-34A for instructions for these functions)

If you have questions or problems accessing BPE, please call your local ROU Promotional Coordinator for assistance.